

TRACY RICHARDSON

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(734) 735-4265

Results-driven exceptional communicator with the tenacity to produce phenomenal outcomes in **Emergency Management, Leadership and Guidance**. Extensive experience in **Security Operations, Procedures, Regulations, Guidelines, Building Management, Quality Control**, and **Administrative Experience** in an educational setting. As an Administrator, responsible for all programs, activities, and improvement projects to meet and exceed goals and provide positive experiences for all involved.

Currently seeking a position as a School Safety Consultant to provide leadership and guidance in the development and implementation of effective school safety. High energy dedicated and disciplined. Known to be an approachable and personable leader, to ensure a smooth running establishment with safety and security on the forefront. **Over 35 years' experience in effective team leadership.**

In depth understanding of all facets of School Safety Consultant, Emergency Preparedness and Team Implementation. Ability to facilitate and problem solve when working with diverse populations. Works well independently and in a team focused environment. **Accomplished in School Safety, Security Operations, Communications, Staff Training and the importance of effective follow-through.**

A forward-thinking, intuitive person with theoretical and practical skills in developing highly effective leadership in an educational setting. Responsible for all aspects of health and safety and contributed to a variety of school improvement projects for the community at large. Exceptional at school safety leadership and guidance. Served as emergency preparedness for both individual districts and through independent consulting. Highly detail oriented, accurate and strives for precision. Personable and charismatic; enjoys working with people from all walks of life to encourage a safer school environment.

CORE STRENGTHS

Project management

Facilities maintenance

Communications-oral and written

Problem solving

Organization

Team-focused

Public speaking

Charismatic

Networking

Dedicated and disciplined

Culturally sensitive

Behavior management

Improvement projects

Finance & budgeting

Regulatory compliance

Health & safety

Time management

Created handbook

Program development

Personable

Emergency response

Creativity

Student attendance

Recruiting, hiring & training

Active Shooter Trainer

Goal setting

Physical stamina

Staff training

Stress tolerance

Conflict resolution

Patient

Listening

Devoted

Multitasking

balancing priorities

Emotional intelligence

Brand loyalty

Training seminars

Personable/friendly

PROFESSIONAL EXPERIENCE

School and Safety and Compliance, LLC

Feb 2022 to present.

FOUNDER/SENIOR CONSULTANT

- Create and conduct Threat, Vulnerability and Risk Assessments (TVRA) for districts statewide.
- Develop and/or update Emergency Operations Plans (EOP).
- Established relationships with companies offering the latest technological advancements.
- Certified enhanced A.L.I.C.E. instructor.
- Collaborate with local law enforcement for districts/buildings served.
- Created a unique process and individualized approach to address individual client needs.
- Built professional relationships with leaders in education.
- Regular attendee at state and national safety conferences.
- Stays current with Michigan state laws related to school safety.

Gibraltar Public Schools, Gibraltar, MI

Feb 2019 to March 2022

BOND AND CRISIS COORDINATOR

- Authored District Emergency Operations Plan.
- Oversee staff training (active assailant, etc.).
- Collaborate with local law enforcement and emergency responders in various communities.
- Resource for district staff, parents and community members relating to school safety.
- Instituted new policies and procedures related to infrastructure.
- Acquired safety equipment for schools while staying within budget.
- Secured grant funding for school safety projects.
- Organized and participated in district and building level crisis teams.
- Collaborated with all schools and departments providing information and resources.
- Compiled and reviewed data for future modification and change.
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Shumate Middle School, Gibraltar, MI

2007 to Jan 2019

Carlson High School, Gibraltar, MI

2000 to 2007

ASSISTANT PRINCIPAL/ATHLETIC DIRECTOR

- Highly organized; handled all facets of school functions, programs, activities and personnel effectively and efficiently.
- Well-versed in behavior management; reinforced positive behavior.
- A 'safety first' mentality; oversee all health and safety rules and regulations with total accuracy.
- A critical team member to a variety of school improvement projects.
- Lead person in directing athletic tournaments for over twelve local and state tournaments.
- Extensive experience in health and regulatory compliance; implemented video surveillance and trained staff on handling crisis situations.
- Addressed needs, wants and concerns of faculty, staff, parents, etc. and found workable solutions to the benefit of all involved.
- Culturally sensitive; responds well to all cultures and backgrounds to foster an environment of mutual respect and understanding. Completed ongoing training to stay current on policy changes, rules and regulations.
- Handled potential problems, issues and concerns calmly and professionally.
- Facilitate professional development experiences for faculty to support excellence throughout the school.
- Create and maintain lasting meaningful partnerships with community education institutions ranging from private to non-profit to higher education. Oversee special guests, speakers and activities throughout the school.
- Supervise daily operations of school and address areas of improvement, growth and success.
- Continuously networked with a wide range of people, external business associates and built strong, positive partnerships.

Flat Rock Community Schools, Flat Rock, MI

1994 to 2000

DIRECTOR OF ATHLETICS/COMMUNITY EDUCATION

1985 to 1994

DIRECTOR OF ADULT/COMMUNITY EDUCATION & RECREATION

- Lead person in coordinating athletic programs for junior high and high school.
- President of the Huron League for the 1995-96 school year.
- Created, designed and implemented the school district's first athletic review committee. Authored a five-year master plan to promote ongoing improvement plans and projects.
- Created, designed and implemented the athletic coach handbook.
- Co-chaired a successful bond issue campaign to build a new high school and renovate three other schools.
- Assisted staff and teachers in the design of new high school and athletic facilities.
- Created, designed and implemented the first five year parks and recreation master plan for the city of Flat Rock.
- Managed entire school aquatic program. Implemented maintenance, recruiting, hiring program coordination and safety assessments.
- Authored and was awarded two state grants for municipal park improvements totaling over \$286,000.
- Worked well independently and in a team focused environment.
- Culturally sensitive; welcome all cultures and backgrounds to foster mutual respect and understanding.
- Completed ongoing training to stay current on policy changes, rules and regulations.

EDUCATION & CERTIFICATIONS

Eastern Michigan University, Ypsilanti, MI, 1991

MASTER OF ARTS IN SCHOOL ADMINISTRATION

Olivet College, Olivet, MI, 1984

BACHELOR OF ARTS IN RECREATIONAL MANAGEMENT

M.A.S.S.P., 2000

N.I.A.A.A., Certified Athletic Administrator, 1997

Michigan Central Office Administration, 1988

MIAAA conference presenter, 2016, 2018, 2017 & 2019

Certified Enhanced A.L.I.C.E. instructor

Excellent References Available Upon Request